

## 2019 Personal Financial Disclosure (PFD) filing deadlines

### 2019 Candidates:

If you are required to file a PFD as a candidate in the April election the due dates are:

Election Date	14-Day Due Date	21-Day Due Date
April 2, 2019	January 29, 2019	February 5, 2019

If you are a candidate in a city with a Primary Election, please refer to the "Notice to Candidate" you received when filing for office for the PFD deadlines.

Failure to file by the 14-day due date will result in \$10 per day late fees. Failure to file by the 21-day due date will result in disqualification and removal from the ballot, unless your subdivision has a conflict of interest ordinance or policy on file with the MEC. If filing deadlines are then not met, penalties (if any) are assessed by the subdivision according to its ordinance.

### Annual Filers:

If your name was submitted to our office by a political subdivision (county, city, school district, fire district, etc.) as a person required to file a Personal Financial Disclosure (PFD) due to a position held in 2018, you should have received a letter with instructions for e-filing along with your MEC Online ID and Password. You must file your PFD by **5:00 pm on May 1, 2019**.

If you fail to file by May 1, 2019, you will be assessed a late filing fee of \$10.00 per day. After 30 days the fee increases to \$100.00 per day, not to exceed \$6,000.00. Additional penalties may also apply.

An annual filer who is also a candidate should refer to the due dates above which are earlier. Annual filers must file for each year (or portion of a year) for which they hold a position that requires the filing of a PFD.

## Ballot Measures: Use of Public Funds

### Is your jurisdiction placing a question on the ballot?

If your public body anticipates putting a ballot measure before the voters in 2019, please be aware of Section 115.646, RSMo. That law provides that:

No contribution or expenditure of public funds shall be made directly by any officer, employee or agent of any political subdivision to advocate, support, or oppose

any ballot measure or candidate for public office. This section shall not be construed to prohibit any public official of a political subdivision from making public appearances or from issuing press releases concerning any such ballot measure.

#### Inside this issue:

- PFD Filing Requirements
- Use of Public Funds
- Amendment 1
- Lobbyist System
- Candidate Central/FAQs
- MEC Employee Spotlight

#### How to:

Search "Use of Public funds" decisions

1. Go to the [MEC website](#)
2. Choose [Commission Business](#) at the top of the page.
3. At the very bottom of the Commission Business page click [Commission Actions](#)
4. Click **Advanced Search** (third gray tab on the right)
5. Go to **Step 3** and select Complaint Category, Use of Public Funds
6. Click **Search**

#### Advisory Opinions

The Commission has also issued previous advisory opinions about Use of Public Funds. To view them:

1. Go to the MEC [Conflict of Interest Page](#)
2. Next select the [Advisory Opinions](#) link
3. Then choose **Opinion Topic:** Conflict of Interest
4. Choose **Category:** Use of Public Funds

## Lobbyist Search

The Commission has recently updated its lobbyist and principal registration system and is in the process of completing the Internet searches for 2019 data. You can currently search for lobbyist and principal information as reported in 2019, and we will be rolling out additional searches in the future.

Please continue to watch our website for new searches, You may also contact our office at [helpdesk@mec.mo.gov](mailto:helpdesk@mec.mo.gov) for information not already available on our site.

**View MEC Lobbyist Searches [here](#).**

**Searches**

The Commission has recently updated its lobbyist and principal registration system and is in the process of completing the Internet search functionality for 2019 data. All searches will be restored in the near future. In the meantime, please contact our office at [helpdesk@mec.mo.gov](mailto:helpdesk@mec.mo.gov) for information not already available on our site.

**Current Searches**

**Lobbyist**  
Search registered lobbyists to view a lobbyist summary, including contact information, registration type, etc., a list of principals, and monthly expenditure reports.

**Principal**  
Search principals and their associated lobbyist.

**2018 & Prior Archive Searches**

**Lobbyist**  
Search registered lobbyists to view a lobbyist summary, including contact information, registration type, etc., a list of principals, and monthly expenditure reports.

**Principal**  
Search principals and their associated lobbyist.

## Lobbyist Reporting

With the well-appreciated assistance of lobbyists who volunteered their input, the Missouri Ethics Commission's IT Department has been working this past year to design a system that is mobile friendly and has features that include:

- Electronic filing of principal reports,
- Ability to enter an expenditure at the time it occurs using a mobile device, then saving it for reporting at a later date,
- Recording multiple recipients for a single expenditure to be pro-rated,
- Filing a No Expenditure Report in just three simple clicks,
- Submitting a lobbyist registration and paying the registration fee online.

For 2019, each lobbyist must separately register using the Lobbyist Electronic Filing System with a unique email address (not associated with any other lobbyist account). Once registered, a lobbyist will be able to add email addresses to their lobbyist account, such as an assistant's.

The system is active and users are now able to enter expenditures as needed. Early reporting is encouraged in order to become familiar with the filing system prior to the due date. Check it out [here](#).

Need assistance? Please contact us at 800-392-8660 or [helpdesk@mec.mo.gov](mailto:helpdesk@mec.mo.gov)

However, you must use the lobbyist's unique email address when accessing the system.

Payment of the registration fee may be submitted electronically or by printing an invoice and mailing a \$10.00 check or money order made payable to the State of Missouri. If paying electronically, there will be an additional convenience fee and a lobbyist will have immediate access to the system. If paying by check or money order, access to the system will occur upon receipt by the MEC of your payment.

**Physical address:**  
3411 A Knipp Dr. Jefferson City MO 65109

**Mailing address:**  
PO Box 1370 Jefferson City MO 65102

**Phone:** 800-392-8660 573-751-2020

**Email:** [helpdesk@mec.mo.gov](mailto:helpdesk@mec.mo.gov)

**Website:** [www.mec.mo.gov](http://www.mec.mo.gov)



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## Amendment 1 - Article III, Section 2

On November 6, 2018, Missouri voters approved Constitutional Amendment 1, which, among its provisions, imposes a two-year limitation before members and employees of the general assembly can register as a lobbyist, adjusts campaign contribution limits on candidates for the Missouri Senate and House of Representatives, establishes rules for Missouri committees receiving contributions from federal political action committees, and restricts the value of lobbyist gifts given to members of the General Assembly.



We realize there are questions about the application of the lobbyist gift limit to certain situations and whether the reporting of lobbyist expenditures has changed under the Amendment. While Amendment 1 places a limit on lobbyist gifts to employees and members of the general assembly, lobbyist reporting requirements remain unchanged under Section 105.473, RSMo. Commission Advisory Opinions regarding lobbyist reporting can be found on the Commission [website](#).

**Find additional information about Amendment 1 [here](#).**

### MEC Employee Spotlight: Brenda Luadzers

If you've called or visited the MEC in the last 8 years you may already be familiar with Brenda. Known for her professional and pleasant demeanor as the MEC Receptionist, she has 25 years of customer service experience; with over 15 of those years at the Office of Administration, Facilities Management. Brenda is a loyal Cardinals fan, music enthusiast, and supporter of the Red Cross Missouri State Employees Blood Drive.



A resource for navigating through record-keeping, Reporting, and committee requirements. [Get started](#)

## FAQs

### Campaign Finance FAQs

Candidates and committees can find answers to common questions [here](#)

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## Commission Update: New Commissioners



On January 31, 2019, the Missouri Senate confirmed our two newest Commissioners: Sherman "Bill" Birkes of Joplin, and Cheryl D.S. Walker of St. Louis.

Commissioner Birkes is a retired banker and financial analyst with over 30 years of experience. He is a retired Lieutenant Colonel with the U.S. Army Reserves and Missouri National Guard. He graduated from Missouri State University with a Bachelor of Science Degree in Business and a certificate from the Graduate School of Banking at the University of Wisconsin. Commissioner Birkes is a former member of the Jasper County Central Fire District Board of Directors.

He is also a current member of the Rotary Club of Webb City and Carl Junction and a member of the Military Officers Association of America.

Commissioner Walker is Of Counsel to Riley Safer Holmes & Cancila LLP. She received her Juris Doctorate from Washington University School of Law and Bachelor of Science in Electrical Engineering at Missouri University of Science & Technology. She previously served on The University of Missouri Board of Curators from January 2003-July 2009, serving as Chair in 2008. She is a member of the Missouri Bar Association, American Bar Association, Mound City Bar Association, and the Bar Association of Metropolitan St. Louis. She is also President of the Board of Commissioners of the St. Louis Regional Health Commission, President of the Board of Directors of the Deaconess Center for Child Well-Being, and a former member of the Board of Trustees of the Deaconess Foundation, where she served as President for two years. Her love for the arts is evidenced in her service as the Vice President of the St. Louis Regional Arts Commission.

### Political Subdivisions: Is your contact information up to date? If not, log in and update.

#### Check Status of your filers:

- Go to [our website](#).
- Log in to the [Political Subdivision Filing System](#) Use your subdivision log in information. (HINT: the MEC Online ID begins with the letter "S")
- Select the "Filer Status" GO button and view each filer's status. Verify that your designated required filers have submitted their PFD.

#### Inside this issue:

Commission Update

Political Subdivisions  
Have you filed your PFD?

Lobbying Report Due

Employee Spotlight

Lobbyist Search

Training Information

Contribution Limits

Campaign Finance

### Personal Financial Disclosure - Have you filed?

#### Annual Filers: May 1 deadline is fast approaching!

If your name was submitted to our office by a political subdivision (ex: state agency, county, city, board, school district, etc.) as a person required to file a Personal Financial Disclosure (PFD) statement because of a position you held or now hold with that subdivision, then you must electronically file your PFD by **5:00 pm on May 1<sup>st</sup>, 2019** (or have it post-marked by April 30, 2019). Time period covered is from Jan 1, 2018 - Dec 31, 2018 (or portion of year that you served).

#### E-File your PFD

Use ID and password sent to you in January to [log-in](#) and file PFD

*IF you don't recall your ID/password click [HERE](#) to have them emailed to the address on file.*



**Our Mission:** The MEC serves the public interest by promoting and maintaining transparency, accountability, and compliance with campaign finance, lobbying, and conflict of interest laws. We educate and assist the citizens of Missouri, public officials, lobbyists, and those participating in public elections by increasing awareness and understanding of the law. We investigate and enforce these laws consistently.

## List of Principals & Legislative Action Report - Due May 30th

### Avoid these common reporting errors:

Only one report is required per principal; any one of multiple lobbyists that are registered to lobby on behalf of a principal may report for that principal.

Must include general description of the proposed action; may provide the bill number but also include brief description of the bill.

Report includes the lobbying of any action by an official agency, board or commission of state government (ex: if lobbying the head of a state agency, that action is reportable).



## MEC Employee Spotlight

### Brian Hamilton: MEC Attorney

Brian Hamilton has been the Staff Attorney for MEC since November 2016. Brian currently lives in Jefferson City with his wife and two children. Brian is an avid Cardinals fan. He is also an alumni of Missouri State and Mizzou. Brian has previously worked for the Department of Social Services and the Department of Labor. Brian enjoys working for the Commission as it affords him the opportunity to work directly with the public and helping them to understand our campaign finance laws. Brian said, "I enjoy working for the Commission because we promote open dialogue, transparency, and fairness. Promoting transparency is perhaps the most important element of my job because transparency builds trust. Trust is the cornerstone of a healthy democracy."

### Kindra Beiseman: New Team Member

Kindra Beiseman joined the Missouri Ethics Commission on January 22, 2019, as a Legal Assistant. She moved to Jefferson City in March of 2015 from De Soto, MO. Prior to coming to the MEC, she worked for the Department of Social Services for eleven years in various capacities, and prior to that she worked as a legal assistant for several years in a family law practice. Kindra has a Bachelor's degree in General Studies with a Business minor from Columbia College, and she recently applied to the Masters of Public Affairs program at Mizzou. In her free time, she likes to explore the outdoors with her dog, Chewbacca.

### Glenda Elliot: Retiree

Glenda Elliott retired after serving at the MEC for nine years. Glenda provided thousands of hours of assistance to candidates, treasurers, public officials, and interested citizens by answering questions and providing guidance in campaign finance reporting.

Glenda was well respected by the campaign finance community for her willingness to patiently assist a caller by taking the necessary time to ensure the filer pushes the submit button for an accurate and timely report.

We thank Glenda for her service and wish her well in retirement!

### Improved Lobbyist Search

MEC online lobbyist searches enable users to view registered lobbyist information such as contact information, list of principals, and monthly expenditure reports. Did you know you can change search types to get more specific search results?

In addition to Name Search, you may also search by the following criteria:

**Lobbyist Status** : Search results will list all Active or Terminated lobbyists.

**Lobbyist Registration Type**: Yields results specific to Executive, Legislative, Judicial, Local Government, and State Employee registration types.

**Lobbyist Company Name**: Use to view all registered lobbyists employed by a specific company.



Try it yourself: [MEC Lobbyist Search](#)

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**Website:** [www.mec.mo.gov](http://www.mec.mo.gov)



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## Training Information

### Campaign Finance Webinars

Online training for new candidates/committees and their treasurers covering fundamental campaign finance topics.

#### 2019 Webinars:

Now on-demand!

- [Record Keeping](#)
- [Reporting](#)



### Is your organization, association, or political subdivision having a meeting or conference?

The Missouri Ethics Commission can conduct trainings on topics such as conflict of interest, use of public funds, personal financial disclosure, and campaign disclosure requirements.

To schedule, send a request to:  
[training@mec.mo.gov](mailto:training@mec.mo.gov)

## Contribution Limits Updates and Reminders

The Missouri Secretary of State issued an [emergency rule](#) effective March 30, 2019, (15.CSR 30-14.010) adjusting campaign contribution limits passed in November 2016 to \$2,650.

The Secretary has announced that he is seeking an Attorney General's Opinion regarding which contribution limits are in effect for the offices of State Senator and State Representative, given the passage of Amendment 1 in November 2018.

The Commission recommends that committees follow the contribution limits in Amendment 1 until the AGO issues its opinion. Those limits (per election) are:

**Statewide and judicial offices: \$2,650**

**State Senator: \$2,500**

**State Representative: \$2,000**

**Political party committees: \$25,550**

- There are no contribution limits on candidates for local offices. Some municipalities have local contribution limits (e.g., Kansas City.) Verify with governing body.
- While the contributions limits do not apply to local candidates, there are numerous provisions that apply to all candidate committees, including local candidates. Under these provisions, candidate committees:
  - **Cannot** accept contributions from another candidate committee
  - **Cannot** make contributions to PACs
  - Labor organizations are prohibited from making contributions (monetary or in-kind) to political parties or candidate committees, exploratory committees, and political party committees
  - Corporations and Missouri LLCs that elect to be classified as a corporation under federal tax code are prohibited from making contributions (monetary or in-kind) to political parties or candidate committees, exploratory committees, and political party committees.

For more information, see the [Advisory Opinions](#) and the [FAQs](#) related to MO Constitutional Article VIII, Sec. 23 and the [FAQs](#) related to Constitutional Article III, Section 2.

## Campaign Finance Requirements and Tips

Successful candidates in the April 2 General Municipal Election must file the 30 Day After Election Report (if have expenditures or contributions made) BEFORE being sworn in. Time period is from day after last report closed through the day before the swearing-in.

**Did you know?**

You can import data from Microsoft Excel into the following designated reporting sections:

- Contributions and Loans Received (form CD1 section A)
- Itemized Expenditures all Over \$100 (form CD3 section B)
- Contributions Made – Regardless of Amount (form CD3 section C)

The following are provided to aid in recording and importing this data:  
[Excel Template](#), [Import Function Tutorial](#), and [Import Specifications](#).

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## MO Constitution Article III, Section 2

Amendment 1, also known as Clean Missouri, was approved by nearly 1.5 million Missouri voters on November 6, 2018. The provisions in Amendment 1 include nonpartisan redistricting, limitations on lobbying activities, and adjustments to campaign finance restrictions.

The MEC recommends referencing the Amendment 1 [link](#) on the MEC homepage for the most up to date information on this constitutional amendment. The Commission recently issued three advisory opinions interpreting the lobbyist gift restriction and the revolving door restriction. The MEC recommends checking often to stay informed about Missouri Constitutional Article III, Section 2 for up-to-date opinions and Frequently Asked Questions.



### Advisory Opinions

[2019.05.L.003](#) This opinion addresses the applicability of the lobbyist gift restriction in Article III, Section 2 of the Missouri Constitution in a variety of situations common to a member of the Missouri General Assembly. This opinion may also apply to employees of the General Assembly.

[2019.05.L.004](#) This opinion addresses the applicability of the lobbyist gift restriction in Article III, Section 2 of the Missouri Constitution in a variety of situations common to a employee of the Missouri General Assembly. This opinion may also apply to members of the General Assembly.

[2019.05.L.005](#) The question of whether a person may be a lobbyist in another state can only be answered by reference to the applicable laws of that state. Accordingly, Article III, Section 2 would not prohibit a former Missouri Legislator from Lobbying in another state immediately after serving the Missouri General Assembly. This opinion may also apply to employees of the General Assembly.

## Political Subdivisions: Important Dates

### Conflict of Interest Ordinance/ Resolution

If your political subdivision does not adopt (or re-adopt) a conflict of interest ordinance or resolution, ALL elected, appointed, and decision-making personnel, as well as candidates, are required to file a Personal Financial Disclosure (PFD) with the MEC.

If your political subdivision does adopt a new ordinance (or re-adopt your current ordinance), the deadline to file it with the MEC is **September 15**. The ordinance must be adopted (or re-adopted), every two years, at an open meeting. A certified copy must be sent to the MEC within 10 days of the adoption (or re-adopt).

See [§ 105.485, RSMo](#), for minimum ordinance requirements. In addition to the minimum requirements, consider including the following:

- Penalties for late filing, failing to file, or follow ordinance, etc.
- Filing requirements for candidates.

### Annual Operating Budget (See below, E-File: AOB)

In order to identify persons required to file a Personal Financial Disclosure (PFD) statement, political subdivisions must confirm to the MEC whether their Annual Operating Budget (AOB) is:

- Over \$1 million; or
- \$1 million or under

### E-File: AOB

Starting July 1, through August 7, go to our website and:

1. Log into the Political Subdivision E-filing System  
(use your political subdivision's log-in information)
2. Update subdivision contact information  
(if necessary)
3. Confirm your AOB  
(you will receive email confirmation)

For more information,  
view the [MEC Year At A  
Glance](#) Political Subdivision  
Calendar.



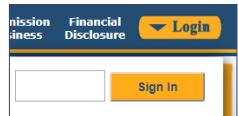
### Inside this issue:

- Amendment 1
- Political Subdivisions
- Lobbyist Tips
- Employee Spotlight
- Terminating a Committee
- Contact Us

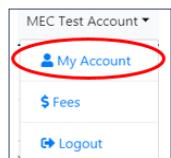
## Lobbyist Tip: Resetting Your Password

Tired of trying to remember your auto-generated password? Change it!

- 1 Log into your lobbyist account as you normally would.

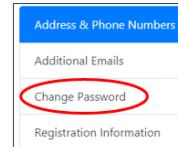


- 2 In the upper right hand corner click on your name, then select *My Account*.

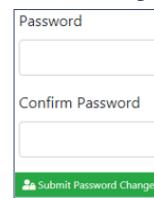


Visit our [website](#) to access your lobbyist account

- 3 On the left, select *Change Password*.



- 4 Create your new password in the *Password* field. Confirm your password and click *Submit Password Change*.



## Employee Spotlight

### Melissa Hughes: Senior Auditor Investigator

Melissa Hughes has been with the MEC since December 2014. She moved from Kansas City, MO in 2001 and now lives in Jefferson City with her two children, son-in-law, three dogs, and two cats. Melissa received her Associate's Degree in Network Administration in 2003 and her Bachelor's in Business Management from Columbia College in 2005. In 2008, she began working for the State of Missouri with the MCHCP. She's always considered herself a "numbers" person, but it wasn't until she became an Unemployment Insurance Auditor for the Department of Labor's Division of Employment Security that she realized her desire to continue in the field of Auditing. In her free time, Melissa enjoys cooking, swimming, spending time at church and with her family.

### Kaylee Sharp: New Team Member

Kaylee Sharp joined the Missouri Ethics Commission on July 1, 2019, as the Training Assistant. She moved to Jefferson City in January of 2019, from Savannah, MO. Kaylee is a recent graduate of Missouri Western State University with a Bachelor of Science in Political Science. Prior to her graduation, she completed a policy internship with the Missouri Senate and taught clinical legal education English in Myanmar. In her free time, Kaylee enjoys watching movies, traveling, hiking, and spending time with friends and family.

## Terminating a Committee

**Attention Candidates:** If you plan to terminate your candidate committee and have closed your committee bank account you must also file an online termination statement and disclosure report with the MEC to *officially* terminate your committee. If you do not submit your termination statement and disclosure report, you will be required to submit regular quarterly reports. Failure to continue to submit reports in a timely manner could result in late fees of up to \$3000.

For more information on terminating a committee, read our [brochure](#).



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## Federal PAC Rules Amended

On August 8, 2019, the MEC filed emergency amendments to the rules relating to registration and reporting by federal political action committees. These rules were amended to incorporate recent Constitutional Amendments prohibiting candidates for the General Assembly from accepting contributions from federal PACs unless those PACs register and file disclosure reports with the MEC. The existing monetary thresholds remain for all other federal PACs. In addition, it will no longer be necessary to put "Federal Committee" in the name of the committee (see Online Committee Registration). When registering a committee, users will select 'Continuing (Fed PAC)' as the committee type.

## Online Committee Registration

Coming very soon, all new committees will be able to electronically submit the *Statement of Committee Organization* (CO1). Committees will still file amended CO1's on paper until further notice.

Visit our [website](#) to access more details and complete copies of all MEC proposed rules.



## Personal Financial Disclosure Annual Filers

Political subdivisions with an annual operating budget (AOB) over \$1 million will electronically submit their list of required annual Personal Financial Disclosure (PFD) filers to the MEC by December 2, 2019.

Upon logging in to the [Political Subdivision e-Filer system](#), both last year's annual filers and last year's candidates will be displayed. Carefully review each section, update each filer, and remove those no longer required to file.

**Reminder:** If an annual filer held the position at any time in 2019, they are required to file for the time period served. Each political subdivision must notify designated filers that their names have been submitted. The MEC will also send notice to each filer in January.

**PFDs are due by May 1, 2020, unless the annual filer is also a candidate. If the annual filer is a candidate, their PFD is due 14 days after closing of filing for candidacy.**

### Inside this issue:

Amended MEC Rules  
PFD Annual Filers  
2020 Election News  
FAQ System  
Late Filing Fees  
Lobbyist How To  
MEC Survey Results  
Employee Spotlight  
Contact Us

## 2020 Election News

### ATTENTION ELECTION AUTHORITIES: 2020 Election Packets are Coming Soon!

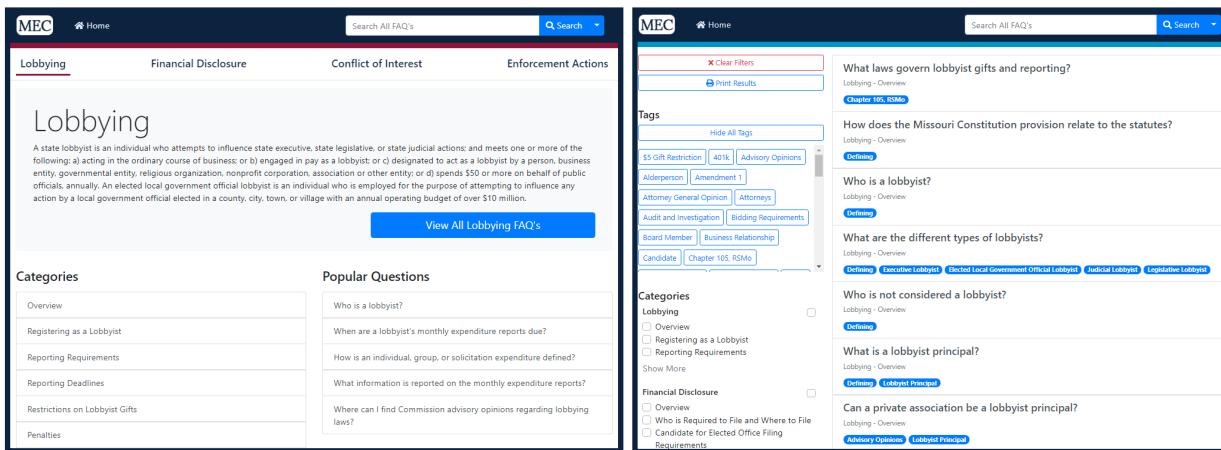
- **Review the entire packet:** Instruction letter; 2020 Guide to Ethics Law; PFD Forms (AOB>\$1mil); and Notice to Candidate.
- **Review your Candidate Declaration form!** It should include that candidates have no outstanding campaign disclosure reports due from any prior elections. Contact the MEC for more information. § 130.071.2, RSMo.
- **Remember:** § 130.071.1, RSMo prohibits candidates from taking office until all reports are filed.

**Be sure to discard all old election materials and only use the 2020 materials!**

**Our Mission:** The MEC serves the public interest by promoting and maintaining transparency, accountability, and compliance with campaign finance, lobbying, and conflict of interest laws. We educate and assist the citizens of Missouri, public officials, lobbyists, and those participating in public elections by increasing awareness and understanding of the law. We investigate and enforce these laws consistently.

## New FAQ System

We are proud to announce the newest updates to our Frequently Asked Questions (FAQ) system! The new system will allow users to easily access the answers to their general ethics questions 24/7.



The new system will provide users the opportunity to tailor their experience by searching by topic and keyword or browsing the system to find exactly what they are looking for. Users can also suggest questions of interest or ways to make answers more helpful.

MEC staff are constantly monitoring customer questions and adding popular questions to the FAQ system.

**Visit our [website](#) to view the new FAQ system!**

## Assessment of Late Fees

For filers required to file their campaign finance reports with the MEC, Missouri law establishes a \$10 per day late fee for all reports, with the exception of a candidate's 8 Day Before Election Report. The late fee for the 8 Day Before Election Report is assessed at \$100 per day for the first 8 days and \$10 per day thereafter. There is a \$3,000 maximum late fee for each report.

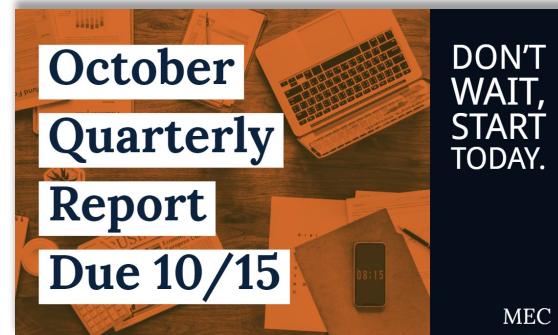
Late fees are imposed by statute and cannot be adjusted by the MEC. However, there is an appeals process in which candidate committees may appeal fees to the Missouri Ethics Commission. Other types of committees must appeal to the Administrative Hearing Commission.

**The only way to avoid late filing fees is to timely file all reports!**

### MEC Tip

**The Missouri Ethics Commission recommends adding all reporting deadlines to a personal calendar that will notify you of upcoming due dates.** The MEC attempts to email reminders for campaign finance reports and lobbyist monthly expenditure reports, but reminders are not guaranteed. For example, in the event of system failure reminders may not be able to be sent.

**Adding all deadlines to a personal calendar is advised.**



Be the first to know about the latest MEC news, follow us on Twitter [@moethics](#)



## Lobbyist How To

### Removing a Lobbyist Principal

- 1 Log in to your lobbyist account as you normally would.

- 2 Scroll down to the bottom of your dashboard and click *View All Principals*.

- 3 Select the principal you want to remove and click *Remove*.

- 4 Enter the date the business relationship ended and click *Remove* again.

### Changing or Adding Email Accounts

- 1 Log in to your lobbyist account as you normally would.

- 2 In the upper right hand corner click on your name, then select *My Account*.

- 3 To change an email address, replace the old address in the *Email* field. Scroll down and click *Save* to save the new address.

- 4 To add an email, click *Additional Email* on the left and enter the email address you would like to add.

### Lobbyist Registration

Beginning December 1, 2019, lobbyists will be able to register for 2020.

State law requires lobbyists to register annually by January 5. To register, log in to your lobbyist account, submit the registration form, and pay the \$10 registration fee.

**Lobbyist Monthly Expenditure Reports**  
Due by 5pm on  
**10/10, 11/12, & 12/10**

DON'T WAIT, START TODAY.

MEC

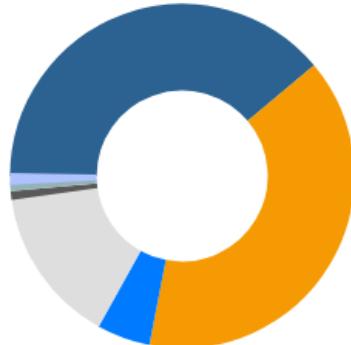
Be the first to know about the latest MEC news, follow us on Twitter [@moethics](https://twitter.com/moethics)



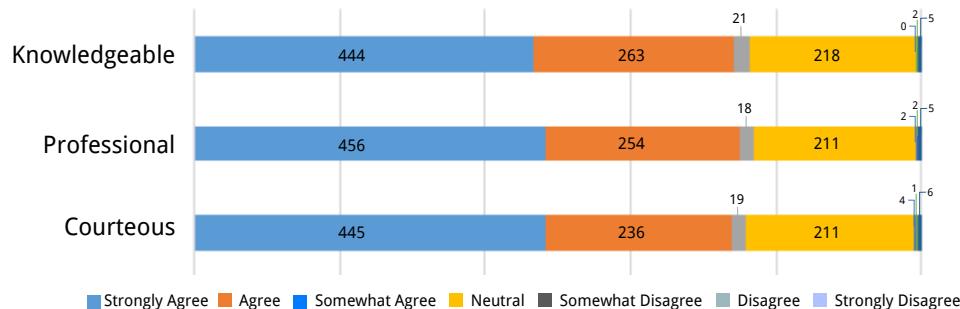
## MEC Survey Results

In August, the MEC sent an online survey to anyone who files reports or is registered with our office. The goal of the survey was to gauge customer satisfaction with our staff, services, and resources. Thank you to those who took the time to complete our survey. Your feedback is appreciated! Results from two of the survey questions are noted here:

### 1. I am satisfied with the service I typically receive.



### 2. MEC Staff are:



**The MEC always welcomes feedback or suggestions for improvements. Completing future MEC surveys can help us understand how to better serve you!**

## Employee Spotlight

### Shawna Hillen: Personal Financial Disclosure Reporting Specialist

Shawna Hillen joined the MEC team in July, 2019. She was born and raised in Jefferson City and now lives in Holts Summit with her husband, eight children, and four cats. After graduating from Jefferson City High School in 2003, Shawna immediately began working at the State Auditor's Office, where she worked for six years until she decided to be a stay-at-home mother. Shawna returned to the State at the Department of Social Services and worked there for four years before coming to the MEC. In her free time, Shawna loves to read, swim, and watch movies/television shows with her husband and kids.

### Debbie Pate: Campaign Finance Reporting Specialist

Debbie Pate joined our team in September, 2019, replacing Glenda Elliott as a campaign finance reporting specialist. Debbie grew up in New Haven, Missouri, then moved to Minneapolis, Minnesota to attend cosmetology school. After working for several years as a cosmetologist, she worked as a state contractor researching and correcting MoHealth Net cases before coming to the MEC. Debbie is currently pursuing her bachelor's degree in criminal justice from Columbia College, all while working full-time and raising her two sons, Lucien and Roman. In her free time, she enjoys watching documentaries, bike-riding, reading, and finding new adventures with her sons.

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